

Property Basics 101

Helpful Web sites

Seminole County Web site
www.seminolecountyfl.gov

To Obtain your PIN or Tax Parcel ID Number:
www.scpafl.org

Seminole County Land Development
Code OnLine
www.seminolecountyfl.gov/guide/codes.asp

For Official Zoning & Land Use maps
www.scpafl.org
Click on MAP SEARCH

For zoning and future land use map instructions
www.seminolecountyfl.gov/pd/planning/onlinemapinstructions.pdf

For Wetland Information
www.seminolecountyfl.gov/pd/devrev/wetland.asp

For Comprehensive Plan Policies
www.seminolecountyfl.gov/pd/planning/compplan.asp

For Parcel of Record as of June 28, 1970
www.seminolecountyfl.gov/pd/planning/taxroll.asp

For Subdividing Lots
www.seminolecountyfl.gov/pd/devrev/subdivision.asp

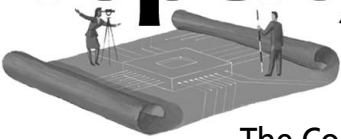


Property Basics 101

Information and Resource Guide for Property Development in Seminole County



Property Basics 101



The following is a summary of information and resources and is for informational purposes only.

The County strongly recommends that you obtain the appropriate consultant (Land Planner, Surveyor, Engineer, Environmental Specialist, etc) to review your project.

1 What can I find out about a property?

Many of the County processes require a property to meet certain criteria and conformity in order to develop the property. Below are some of the basic items you should research and terms you should know when performing due diligence on a property.

2 What is my Parcel Tax ID number?

The PIN or tax parcel ID number is a number unique to a specific parcel. Having a parcel number assigned does not indicate that a property has rights for a building permit to be issued. The parcel number can be found on the property's tax bill and you must have this number in order to research property.

You can get the PIN by visiting the Property Appraiser's office or online at the Property Appraiser Web site at www.scpafl.org. Click on **RECORD SEARCH**. and enter the owner's name or the property address. This will provide the 17 digit number that is unique to the parcel.


3 What is my zoning and future land use?


Every parcel in the County has a zoning designation and future land use designation. **The future land use (FLU)** is the established general land use as identified in the Vision 2020 Comprehensive Plan of Seminole County Florida as adopted by the State of Florida. The zoning category implements the FLU category.


The zoning designation lays out lot area and setback requirements and other standards such as permitted and conditional land uses. After you know the zoning on your property, access the Seminole County Land Development Code online at www.seminolecountyfl.gov/guide/codes.asp for development standards of that zoning category. **To get the zoning and future land use for a property**, see www.scpafl.org and click on **MAP SEARCH**, check **COUNTY ZONING** from list at right; or for instructions see www.seminolecountyfl.gov/pd/planning/pdf/onlinemapinstructions for instructions to access Official Zoning & Land Use maps.

Important to Note!


A Parcel ID number, a recorded deed, or survey of your property does not necessarily mean that your parcel was legally created. It is important to perform due diligence to determine the buildability of any parcel.


4  **Is it a platted lot?**
Many parcels are platted within a subdivision. In most cases, this indicates that the parcel is already conforming to the zoning and the lot is buildable. For instance, the lot area must meet or exceed the required minimum lot area of the underlying zoning. If the platted lot does not meet the zoning requirement, see #10. To find out if a parcel is “platted,” go to the Property appraiser Web site at www.scpafl.org. Click on **RECORD SEARCH** and look at the legal description. If the property is part of a subdivision plat the legal description would indicate a plat book (PB) and page (PG). You can view the plat by clicking on the word PLAT in the legal description. Plat copies are also available at the Seminole County Customer Resource Room on the first floor of the County Services Building for a fee.


5  **Is this property within the flood plain?**
Flood-prone areas are determined by FEMA (Federal Emergency Management Agency) and can be found depicted on the FIRM maps (Flood Insurance Rate Maps). This information is important for development activities on a property and, if within a flood-prone area, can restrict the development potential of a parcel. Wetland and Floodprone maps are in the County’s Customer Resource Center. This map shows approximate boundaries only. Also, See www.seminolecountyfl.gov for FAQ/Flood Prone information.


6  **Are there wetlands on this property?**
The County maintains maps for general information purposes that show approximate wetland borders, but wetlands are officially determined by an environmental consultant or FDEP (Florida Department of Environmental Protection) by physically flagging the wetland boundaries on the property. Wetland and Floodprone maps are in the County’s Customer Resource Center. This map shows approxi-

mate boundaries only. Also see http://gis_arc.co.seminole.fl.us/website/info/viewer.htm and www.seminolecountyfl.gov/BUSINESS/DevelopmentReview/WetlandInformation.

7  **There is an easement on my property. What is it for?**
Easements are created for utility service, access, drainage, and conservation to provide legal access to a property by others for specific purposes or to limit the use of the property to a specific purpose. Ownership of the property within the easement remains in the name of the property owners but may prohibit any permanent structures within the easement area. Easements can be indicated on the plat or as an executed document recorded in the public records.

8  **Will a building permit be allowed on this property?**
In order for a building permit to be issued, buildability must be established. Buildability means that property was created by a County process; meets the zoning requirements for lot area, setback, road frontage or access, use, etc; and/or a variance to regulations (where allowed) have been obtained. A buildability determination can be obtained through the Building Division.


9  **Is it a parcel of record?**
When regulations are adopted, very often there is a date before which, or after which, a parcel must have existed in order to benefit from or be exempted from the regulation. This is called a parcel of record date.


10  **I have a lot platted many years ago but the lot does not meet the size requirement for the current zoning.**
There are several policies within the Comprehensive Plan and the Land Development Code that address this situation. Sometimes remedy is available

through a variance although the following Comprehensive Plan Policies provide important information, and can be viewed at www.seminolecountyfl.gov/pd/planning/compplan.asp.

- Future Land Use Objective 3: Reduction of Nonconforming Uses and Antiquated Plats.
- Policy FLU 3.1 — Nonconforming Uses, Nonconforming Zonings and Conflicting Zonings
- Policy FLU 3.2 — Antiquated Plats

Contact the Planning Division for further information on variance requests and Comprehensive Plan issues at (407) 665-7371.

11  **Does this property front on a public road?**
Both roads and easements are named rights-of-way. Local roads found in the County can be public roads paved to County standards, public roads paved with cold mix, county maintained dirt roads, and pave and unpaved private roads or easements. Generally, a parcel of land must have access on a paved public road in order for development to occur on it.

12  **Can I subdivide my property?**
You may be able to subdivide residential property or commercial property into two (2) lots under the lot split process. In order to subdivide property though the lot split process, the parent parcel must be a parcel of record as of June 28, 1970, which means it exists today with the same **legal description** as it was in the 1971 tax rolls.

To find out if it is a parcel of record as of June 28, 1970, go to www.seminolecountyfl.gov/pd/planning/taxroll.asp the 1971 Paid Tax Roll. Using your property tax ID number (PIN), look under the Township and Range for your parcel number. The second and third sets of numbers in your PIN are the township and range numbers 20-21-30 (section 20 – township 21-range 30).

Compare today’s legal description with that found in the 1971 taxrolls. Generally, these would match although there can be exceptions, for example, the creation of right-of-ways or easements since 1971 will alter today’s legal description.

The Minor Plat process may be used to subdivide if a parcel is not a parcel of record or if the subdivision creates up to four residential parcels or two commercial parcels. Subdividing further requires the full subdivision process. Please see [www.seminolecountyfl.gov/BUSINESS/DevelopmentReview/Subdivision Process](http://www.seminolecountyfl.gov/BUSINESS/DevelopmentReview/SubdivisionProcess) for information and the Seminole County Land Development Code.

Important to Note!
Parcel of record date is established by ordinance for various code requirements when they are adopted — The lot-split parcel of record date is one example.

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The County recommends:

A formal determination be obtained where appropriate.

Buildable Lot Determination	Building Division
Lot Split Inquiry or Determination	Development Review Division
Variance Request	Planning Division
Zoning Verification Letter	Planning Division